

# **AIR QUALITY CONTROL GENERAL PERMIT APPLICATION PACKET**

**for**

## **GASOLINE SERVICE STATIONS**



**Arizona Department of Environmental Quality**

**Air Quality Division**

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## **INTRODUCTION**

To expedite the processing of an air quality control permit application, the Arizona Department of Environmental Quality (ADEQ) has created a general permit for gasoline service stations. Facilities which meet the criteria in this general permit application will be permitted under the gasoline service station general permit and will pay lower annual air quality fees than gasoline service stations covered under an individual air quality permit.

This application packet assists the applicant in the submittal of information that is required to process their application for an air quality control permit. Applicants wishing to obtain a gasoline service station general permit shall apply to ADEQ, except for facilities located on an Indian Reservation or in Pima, Pinal, or Maricopa Counties. If the facility is located on the reservation or in one of these counties, the local air quality agency will process the air quality permit application. If the applicant has any questions regarding jurisdictional issues, please contact the appropriate agency at the phone number below:

ADEQ: 1-800-234-5677, ext. 771-2337  
Maricopa County: (602) 506-6616  
Pima County: (520) 740-3340  
Pinal County: (520) 868-6929

## **DISCLAIMER**

This application packet does not waive the rights of the Director as provided under Arizona Administrative Code (A.A.C.) R18-2-304 to request that additional information be submitted by the applicant to assist in the processing of the air quality permit application. Any applicant who fails to submit any relevant facts or who has submitted incorrect information in a permit application shall, upon becoming aware of such failure or incorrect submittal, promptly submit such supplementary facts or corrected information. In addition, an applicant shall provide additional information as necessary to address any requirements that become applicable to the source after the date they filed a complete application, but prior to the release of a proposed permit. If there is any difference between this application packet and Title 18, Chapter 2, of the A.A.C., the A.A.C. shall take precedence.

## **PERMIT ISSUANCE TIME FRAME**

According to A.A.C. R18-1-525, ADEQ has 21 business days to determine if the submitted general permit application is complete. Once the application is determined to be complete, the department has 103 business days to make a licensing decision on the application. The counting of the days can be suspended by the Department upon the determination that additional information is needed. In such a case, a letter will be sent to the applicant informing them that the counting of days has been suspended, and will also specify what additional information is necessary to continue processing the application.

## APPLICATION INSTRUCTIONS

### STEP 1: DOES YOUR FACILITY QUALIFY FOR THIS GENERAL PERMIT?

Complete the permit qualification questions found on Form 1 to ensure that the facility does qualify for a gasoline service station general permit. If the facility does not qualify for coverage under the general permit, then a permit application for an individual gasoline service station permit must be completed and submitted to ADEQ.

### STEP 2: STANDARD APPLICATION FORM

Item #1 requests the business license name of the organization that is to receive the permit.

Item #2 requests the mailing address of the organization that is to receive the permit listed under Item #1.

Item #3 requests a previous company name if the organization listed under Item #1 was previously permitted under a different name.

Item #4 requests the owners or principals of the organization listed under Item #1.

Item #5 requests the name, phone number, and fax number of the owner's agent. This should be the person or company assisting the Permittee with their air quality permit application.

Item #6 requests the name, phone number, and fax number of the Plant/Site Manager or Contact person. This should be the person that ADEQ may contact with any questions or requests for additional information.

Item #7 requests the location of the plant, including its physical address. This information must be as detailed as possible to determine the exact operating location of the proposed plant.

Item #9 requests the type of organization. If the "other" box is checked, please be specific as to what the organization is.

Item #10 requests several specific pieces of information with regards to the type of permit that the applicant is requesting. If the gasoline service station is already permitted and is applying for a permit renewal, then the current permit number must be included. The Date of Commencement of Construction or Modification is the anticipated date that construction will begin in the case of a permit revision or new permit application.

Items #11 and #12 request the name, signature, and phone number of the responsible official. The responsible official in most cases is the owner or a partner of the company. It may also be the president or vice-president of larger companies. If there is a question as to who the responsible official is, please consult A.A.C. R18-2-301(10).

### STEP 3: EQUIPMENT LIST

ADEQ needs to be able to identify all pieces of equipment covered under each permit. Use Form 3 to provide a list of all storage tanks located at the facility. This list should include the storage tank ID number, make, model, serial number, tank capacity in gallons, and the type of petroleum liquid stored. In addition, the application must include the manufacturer's operating specifications for each storage tank.

STEP 4: COMPLIANCE PLAN, COMPLIANCE SCHEDULE, AND CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS

A Compliance Certification and Certification of Truth, Accuracy, and Completeness must be submitted using Form 4.

STEP 5: FILING INSTRUCTIONS

The applicant needs to mail the application, including a check or money order for the \$500 application fee, to the following address:

**Air Quality Permits Section  
Arizona Department of Environmental Quality  
1110 West Washington  
Phoenix, AZ 85007**

## FORM 1: DOES YOUR FACILITY QUALIFY FOR THIS GENERAL PERMIT?

The following questions have been developed to determine if your gasoline service station qualifies for coverage under the gasoline service station general permit or is required to obtain an individual air quality permit pursuant to A.A.C. R18-2-302.

### I. Calculate the Total Number of Refueling Positions

- A. How many gasoline refueling positions are at your gasoline service station? \_\_\_\_\_

\*Gasoline refueling positions are defined as the number of nozzles that can be operated at your facility simultaneously.

- B. How many diesel/fuel oil refueling positions are at your gasoline service station? \_\_\_\_\_

- C. Use the following equation and the answers to Questions I.A and I.B above to calculate the number of gasoline equivalent refueling positions at your gasoline service station:

Total Number of Gasoline Equivalent Refueling Positions =  $A + (B/5)$

Total Number of Gasoline Equivalent Refueling Positions = \_\_\_\_\_

### II. General Permit Applicability

Use the total number of gasoline equivalent refueling positions calculated in part I.C above to answer the following questions.

- A. Do all of the petroleum storage tanks at your gasoline service station have a capacity less than 40,000 gallons each?

9 YES 9 NO **If the answer is YES**, proceed to Question II.B.

**If the answer is NO**, this gasoline service station does not qualify for coverage under this general permit and must obtain an individual permit.

- B. Are there less than 18 refueling positions at your gasoline service station?

9 YES 9 NO **If the answer is YES**, this gasoline service station is not required to obtain an air quality control permit.

**If the answer is NO**, proceed to Question II.C.

- C. Are there between 18 and 26 refueling positions at your gasoline service station?

9 YES 9 NO **If the answer is YES**, proceed to Question II.D.

**If the answer is NO**, proceed to Question II.E.

D. Are all of the petroleum storage tanks at your gasoline service station equipped with a submerged filling device, or acceptable equivalent, and a Stage I Vapor Recovery System?

**9 YES 9 NO** **If the answer is YES**, this gasoline service station qualifies for coverage under this general permit.

**If the answer is NO**, this gasoline service station does not qualify for coverage under this general permit and must obtain an individual permit.

E. Are there more than 26 refueling positions at your gasoline service station?

**9 YES 9 NO** **If the answer is YES**, proceed to Question II.F.

**If the answer is NO**, return to Question II.A, and review the questions again.

F. Are all of the petroleum storage tanks at your gasoline service station equipped with a submerged filling device, or acceptable equivalent, and a Stage I and Stage II Vapor Recovery System?

**9 YES 9 NO** **If the answer is YES**, this gasoline service station qualifies for coverage under this general permit.

**If the answer is NO**, this gasoline service station does not qualify for coverage under this general permit and must obtain an individual permit.

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**FORM 2: STANDARD PERMIT APPLICATION**

**ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY**

**Air Quality Division**

1110 West Washington **g** Phoenix, Arizona 85007 **g** Phone: (602) 771-2338

**STANDARD PERMIT APPLICATION**

( As required by A.R.S. § 49-426, and Chapter 2, Article 3, Arizona Administrative Code)

1. Permit to be issued to: (Business license name of organization that is to receive permit) \_\_\_\_\_  
\_\_\_\_\_
2. Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP: \_\_\_\_\_
3. Previous Company Name: (if applicable) \_\_\_\_\_
4. Name (or names) of Owners/Principals: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Phone: \_\_\_\_\_
5. Name of Owner's Agent: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Phone: \_\_\_\_\_
6. Plant/Site Manager/Contact Person and Title: \_\_\_\_\_  
Fax #: \_\_\_\_\_ Phone: \_\_\_\_\_
7. Plant Site Name: \_\_\_\_\_  
Plant Site Location/Address: \_\_\_\_\_  
City: \_\_\_\_\_ County: \_\_\_\_\_ ZIP: \_\_\_\_\_  
Indian Reservation (if applicable, which one): \_\_\_\_\_  
Latitude/Longitude, Elevation: \_\_\_\_\_
8. Equipment Purpose: Gasoline Service Station  
Equipment List/Description: Petroleum Storage Tanks (see the attached Equipment List - Form 3)  
\_\_\_\_\_
9. Type of Organization:  
~ Corporation ~ Individual Owner  
~ Partnership ~ Government Entity (Government Facility Code): \_\_\_\_\_  
~ Other \_\_\_\_\_
10. Permit Application Basis: ~ New Source ~ Revision  
(Check all that apply) ~ Portable Source : General Permit  
~ Renewal of existing Permit  
For renewal or modification, include existing permit number (and expiration date): \_\_\_\_\_  
Date of Commencement of Construction or Modification: \_\_\_\_\_  
Is any of the equipment to be leased to another individual or entity? ~ Yes ~ No  
Standard Industrial Classification Code: 5171 State Permit Class: II
11. Signature of Responsible Official of Organization: \_\_\_\_\_  
Official Title of Signer: \_\_\_\_\_
12. Typed or Printed Name of Signer: \_\_\_\_\_  
Date: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**FORM 3: EQUIPMENT LIST**

<b>Storage Tank ID Number</b>	<b>Tank Capacity (gallons)</b>	<b>Type of Petroleum Liquid Stored</b>	<b>Make</b>	<b>Model</b>	<b>Serial Number</b>

## FORM 4: COMPLIANCE CERTIFICATION AND CERTIFICATION OF TRUTH, ACCURACY, AND COMPLETENESS

### *Certification of Compliance with all Applicable Requirements:*

This certification must be signed by a Responsible Official. Applications without a signed certification will be deemed incomplete.

*The responsible official is defined as a person who is in charge of principal business functions or who performs policy or decision making functions for the business. This may also include a authorized representative for such persons. For a complete definition see the Arizona Administrative Code, Title 18, Chapter 2, Section R18-2-301.*

I certify that I have knowledge of the facts herein set forth, that the same are true, accurate and complete to the best of my knowledge and belief, and that all information not identified by me as confidential in nature shall be treated by ADEQ as public record. I also attest that I am in compliance with the applicable requirements listed in Section 1 and will continue to comply with such requirements and any future requirements that become effective during the life of my permit. I will present a certification of compliance to ADEQ no less than annually and more frequently if specified by ADEQ. I further state that I will assume responsibility for the construction, modification, or operation of the source in accordance with Arizona Administrative Code, Title 18, Chapter 2 and any permit issued thereof.

Name (Print/Type): \_\_\_\_\_  
(Signature): \_\_\_\_\_ Date: \_\_\_\_\_

### *Certification of Truth, Accuracy, and Completeness Arizona Administrative Code R18-2-304.H.*

*R18-2-304.H. Certification of Truth, Accuracy, and Completeness. Any application form, report, or compliance certification submitted pursuant to this Chapter shall contain certification by a responsible official of truth, accuracy, and completeness. This certification and any other certification required under this Article shall state that, based on information and belief formed after reasonable inquiry, the statements and information in the document are true, accurate, and complete.*

By my signature I, \_\_\_\_\_, hereby certify that based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.

Name (Print/Type): \_\_\_\_\_  
(Signature): \_\_\_\_\_ Date: \_\_\_\_\_

## FORM 5: FEE SUMMARY

<h1 style="margin: 0;">Fee Rule Summary for Class II Sources</h1>							
<h2 style="margin: 0;">SOURCE</h2>							
<h3 style="margin: 0;">CLASS II</h3>							
TITLE V				NON TITLE V			
INDIVIDUAL		GENERAL PERMIT		INDIVIDUAL		GENERAL PERMIT	
<div style="border: 1px solid black; padding: 2px;"> <b>PROCESSING FEE</b>            \$66/hr No maximum Fee         </div>	<div style="border: 1px solid black; padding: 2px;"> <u><b>ANNUAL FEE</b></u>  <b>Administrative</b>  <b>Synthetic Minor Sources - Except Portables</b>            Aerospace: \$12,900            Cement plants: \$39,500            Combustion/Boilers: \$9,600            Compressor stations: \$7,900            Electronics: \$12,700            Expandable Foam: \$9,100            Foundries: \$12,100            Landfills: \$9,900            Lime Plants: \$37,300            Copper &amp; Nickel Plants: \$9,300            Gold Mines: \$9,300            Mobile Home manufacturing: \$9,200            Paper Mills: \$12,700            Paper Coaters: \$9,600            Petroleum Products Terminal facilities: \$14,100            Polymeric Fabric Coaters: \$12,700            Reinforced Plastics: \$9,600            Semiconductors Fabrication: \$16,700            Copper Smelters: \$39,500            Utilities-Natural Gas: \$10,200            Utilities-Fossil Fuel except Natural Gas: \$20,200            Vitamin/Pharmaceutical Manufacturing: \$9,800            Wood Furniture: \$9,600            Others: \$9,900            Others with Continuous Emission Monitoring: \$12,700  <b>Stationary Source:</b> \$5,000  <b>Portable Source:</b> \$5,000  <b>Small Source:</b> \$500         </div>	<div style="border: 1px solid black; padding: 2px;"> <b>APPLICATION FEE \$500</b> </div>	<div style="border: 1px solid black; padding: 2px;"> <u><b>ANNUAL ADMINISTRATIVE FEE</b></u>            Small Source: \$500            Others: \$3,000         </div>	<div style="border: 1px solid black; padding: 2px;"> <b>PROCESSING FEE</b>            \$66/HOUR            \$25,000 MAXIMUM FEE         </div>	<div style="border: 1px solid black; padding: 2px;"> <u><b>ANNUAL INSPECTION FEE</b></u>            Stationary Sources: \$3,250            Portable Sources: \$3,250            Gasoline Service Station: \$500         </div>	<div style="border: 1px solid black; padding: 2px;"> <b>APPLICATION FEE \$500</b> </div>	<div style="border: 1px solid black; padding: 2px;"> <u><b>ANNUAL INSPECTION FEE</b></u>            Gasoline Service Station: \$500            Crematorium: \$1,000            Others: \$2,000         </div>
<div style="border: 1px solid black; padding: 2px;"> <b>ACCELERATED PERMIT APPLICATION FEE \$15,000</b> </div>				<div style="border: 1px solid black; padding: 2px;"> <b>ACCELERATED PERMIT APPLICATION FEE \$15,000</b>            \$25,000 MAXIMUM FEE         </div>			

**Notes:**

- There is no fee for transfers, administrative amendments, or 317 changes of permits.
- The fee rate will be adjusted in the beginning of each year based on the CPI index.
- Administrative and Inspection fees are due each year no later than March 31st or 60 days after the Director mails the invoice, whichever is later.
- Information for this table was taken from the A.A.C. R18-2-326 and R18-2-511